

South Toledo Bend Water District



3260 Little Flock Road • Many, LA. 71449



Malcolm Franks, President • Michael Pitt, Vice President
Michael Walker, Secretary/Treasurer
Commissioners: Tim Collins • Shawnette Newby

Minutes of South Toledo Bend Water Board

March 7, 2024

Board Members Present: Malcolm Franks, Michael Walker, Michael Pitt (via phone) Tim Collins,
Shawnette Newby

Others Present: Rick Leonard, Mark McCarty, Jennifer Hawkins

Meeting was called to order at 5:30 PM by Malcolm Franks. A prayer was said, the roll was called and there was a quorum to conduct business.

A motion to adopt the agenda was made by Mike Walker, 2nd by Tim Collins, motion passed unanimously.

No public present.

NEW BUSINESS:

1. The minutes of the February 1st meeting were brought to the floor for approval. A motion to approve the February meeting minutes was made by Tim Collins, 2nd by Shawnette Newby, motion passed unanimously.
2. Update on project: Mark McCarty provided a project update sheet. LDH pay requests #17 & #18 were received. LDH #19 was approved at the end of February. LDH #20 will be signed tonight. WSP pay request #7 was received on 3-1, but they underpaid it. WSP pay request #8 will be signed today to request the remaining amount for WSP request #7 and the WSP share of the January invoices.

Water Well #2 has been accepted as substantially complete. We are going to close out the contract at less the contracted amount. We will need a final change order for the decreased amount of what we had budgeted for Layne Christensen. A motion was made by Tim Collins to accept the change order for Well #2 construction, Layne Christensen, in the amount of \$20,810.00 which was less than previously agreed in the contract, 2nd by Mike Pitt, all agreed, motion passed unanimously. The completion certificate has been filed.

Beaver Hill has returned to service and has been in operation for a couple of weeks. Park Site is ready for tank subcontractor to dismantle the existing tank. Apeck is now working on the underground piping at Esto. An updated delivery email from Coastal was provided to each board member. Rick informed Mark and the board members that Continental had completed the repainting of the well. The project updates were discussed at length by the board.

3. Audit review: Jennifer Hawkins presented the findings of the audit ending 9-30-23. For the record, everything was submitted to the legislative auditor. It was a clean audit with no exceptions.
4. Quarterly financial review/Apeck financial review: Water sales were down the 1st quarter of the year, which ended 12-31-23. We lost an employee so there was some overtime paid out. Rick has ordered extra meters to have on hand just in case there is a supply chain issue.

Apeck was entitled to 3 payments and have only received 2 of them. They are due a payment of \$120,810.00, which has been resubmitted. Malcolm asked if the board would consider fronting a payment to Apeck, as a show of good faith, while we wait for the payment from the State. A motion was made by Tim Collins that we make a one-time payment to Apeck in the amount of \$100,000.00, and that we recoup that payment from the State when they pay us, 2nd by Mike Walker, all agreed, motion passed unanimously. This payment will be applied towards Pay Application #2.

5. Rate Study: Information is being provided to the company doing the rate study that is required by the State in reference to our grant funding.
6. Treasurer's report: Board members were provided a bank balance sheet for their review. A motion was made by Tim Collins to accept the treasurer's report as presented, 2nd by Shawnette Newby, all agreed, motion passed.
7. A motion authorizing payment of the bills was made by Tim Collins, 2nd by Shawnette Newby, motion passed.
8. CDARS review: This certificate of deposit account was discussed at length by the board. Malcolm would like to move some funds out of the revenue account and the asset replacement account into a CDARS account for four weeks. This will give us 30-days to see how this program works; how much we've earned. The board discussed this at length. A motion was made by Mike Walker to open a CDAR account and transfer the funds out of the 2-accounts as discussed, and to authorize Malcolm Franks to sign the necessary documents to open the account, 2nd by Mike Pitt, agreed by all, motion passed unanimously.
9. Company telephones: Malcolm recommended that the board consider compensating employees for the company using their personal cell phones. Employees are being contacted on their personal cell phones, for company business, and they need to be compensated for this. Also, the plant operators will be able to download an app on their personal phones to check their tank levels. They won't be able to do anything else; they can't change anything, it's just so they can check their tank levels. A motion to compensate employees at \$50 a month for the use of their personal phone for company use was made by Mike Walker, 2nd by Tim Collins, all agreed, motion passed unanimously.
10. HACH renewal: This was discussed, and all agreed not to renew this contract.
11. 3rd phase project update: Contractor is set to start the last week of March or 1st week of April. This was discussed at length.
12. Vehicle review: The state contract offers a Ford 350, single cab, 4-wheel drive truck. A motion was made by Mike Walker to authorize Rick to go through the state contract to upgrade a truck with his specifications, 2nd by Tim Collins, agreed by all, motion passed.
13. Rick Leonard presented the Superintendent's report for February 2024 to the Board:
 - All monthly State reports and samples sent to LADHH.
 - For the month of February, the plant processed 6,930,000 gals of water @ an average of 223,548 gals. per day and shipped out 6,880,620 gals. of water @ an averaging of 221,955 gals. per day. Used 49,380 gallons for backwashing.
 - Purchased: (SRA) 10,708,000 Sold 4,945,000 Difference 5,835,000 % 45.5
 - Chlorine Analyzer
 - 8" valve park site
 - GMC 1-ton
 - Meters
 - Hach renewal 3/16/2024
 - Insurance review

A motion to accept the superintendent's monthly report was made by Tim Collins, 2nd by Shawnette Newby, motion passed.

14. Announcements/Comments: NONE

15. There was no other business and a motion to adjourn was made by Mike Walker, 2nd by Shawnette Newby, motion passed.

NEXT BOARD MEETING: Thursday, April 4, 2024, AT 5:30 PM

South Toledo Bend Water Plant – 3260 Little Flock Road, Many, LA 71449

Prepared by: Betty Maupin – Administrative Assistant

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